



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN
Chief Administrative Officer

June 21, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

2004-2005 PERSONNEL STAFFING ORDINANCE (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve an amendment to Title 6, Salaries, of the County Code to update the departmental articles to reflect the positions included in the 2004 – 2005 Proposed Budget.
2. Approve amendments to Title 2, Administration, Title 5, Personnel, and Title 6, Salaries, of the County Code to make technical and administrative changes and delete obsolete provisions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions to Title 6 will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. Provisions have also been included to bring the County Code into Compliance with The Family and Medical Leave Act regulations. In addition, the salary threshold below which non-represented employees advance to the second step of a standardized salary range in one-half the time otherwise required has been updated to make it consistent with existing provisions applicable to represented employees. The recommended amendments to Title 2 and Title 5 make technical changes to procedures related to the recruitment and evaluation of candidates for department head positions and the executive security program.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational Effectiveness Goal, by providing appropriate staffing levels to achieve departmental operational needs.

FISCAL IMPACT/FINANCING

Pursuant to Chapter 6.06 of the County Code, department heads may only fill positions funded in the budget and for which the Chief Administrative Officer has placed no restriction on filling.

The cost of and financing for these recommendations have been included in the FY 2004 – 2005 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Article III, Section 11 (3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County.

The accompanying ordinance amending Title 2, Administration, Title 5, Personnel and Title 6, Salaries, of the County Code has been approved as to form by the County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will enable departments to effect personnel actions associated with the FY 2004 – 2005 Proposed Budget.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SRH
WGL:JK:rld

Attachment

c: County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors
Department of Human Resources
Affected Departments